

Memorandum

To: All Special Education Administrators and Personnel within Intermediate School Districts, Local Educational Agencies, and Public School Academies

From: Karen Rockhold, Acting Supervisor
Quality Assurance Program
Office of Special Education and Early Intervention Services

Date: March 7, 2003

Subject: 2003-2004 Personnel Development (PD) Mini-Grant Application

The Michigan Department of Education, Office of Special Education and Early Intervention Services (MDE/OSE/EIS) is pleased to announce the 2003-2004 Personnel Development (PD) Mini-Grant application. Please use the attached rubric to assist in the development of your application.

The purpose of these projects is to improve the performance of students with disabilities. The maximum funding award for the 2003-2004 application is \$5,000 each. The total amount of funds available for these grants is \$205,260.

All special education personnel within intermediate school districts, local educational agencies, and public school academies are eligible to apply. Eligible applicants include: classroom teachers instructing students receiving special education services, team(s) of special/general education teachers and paraprofessionals, ancillary service providers, education service administrators, collaborative teams of multi-disciplinary teachers, paraprofessionals and parents. Each applicant is required to collaborate with general education staff and include diverse student populations. The PD Mini-Grant funding has been designed to support projects in the K-12 classroom level. Please share this information with your staff.

Please limit your application to the allowed number of pages for each section.

All applications must be completed and postmarked **no later than April 10, 2003**. Please submit one (1) original and four (4) copies.

Faxed applications will **NOT** be accepted. Project applications postmarked after the date of **April 10, 2003**, will **NOT** be considered eligible for funding. Hand delivered projects must be received in this office **no later than April 10, 2003, 4:30 p.m.**

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A two level grant review process of all applications will determine the applicants eligible for funding. These applicants will most clearly address the four (4) criteria on the project application. The four criteria **must** connect the activities of the project to improved student performance. All personnel development learning opportunities funded must specifically apply the new skills learned by staff to improving the performance of students receiving special education services.

The two level grant review process will include a team comprised of MDE staff, parents, local and intermediate school district personnel. The team will use the following four (4) criteria as described in the application rubric to determine scores for applications approved for funding:

1.	Need	30 Points
2.	Description	30 Points
3.	Evaluation	30 Points
4.	Budget	10 Points
	TOTAL	100 Points

All grant applicants will be notified of the results by May 23, 2003. If you have any questions regarding the PD Mini-Grant Application or the review process, please contact Lamia Haddad at (517) 373-4584, or e-mail haddadl@michigan.gov.

Thank you.

Attachments

**Michigan Department of Education
Office of Special Education and Early Intervention Services**

Part B: IDEA 97

2003-2004 Personnel Development (PD) Mini Grant Application

The purpose of the PD Mini-Grant is to improve the performance of students with disabilities

Section 1: Need (30 points)

Limit two (2) Pages

Criteria	Rubric Level	Rubric Level	Rubric Level
	Exemplary	Acceptable	Marginal
Need Statement (will be used as the summary for your project)	The proposal provides a brief, clear description of the need the PD mini grant will address.	The proposal provides a general description of the need the PD Mini Grant will address.	The proposal provides little or no description of the need the PD Mini Grant will address.
5 points	5 points	3 point	1 point

Evidence and analysis of the need (A list of possible Data Sources is attached)	The proposal cites at least two data sources that support the need statement. A clear and concise analysis of the data is presented.	The proposal cites one data source. A general analysis of the data is presented.	The proposal bases the analysis of the need on anecdotal evidence without data to substantiate the need.
20 points	20 to 15 points	14 to 7 points	6 to 0 points

Rationale for Project Design	The proposal includes a clear Comprehensive description of how the use of relevant research-based practices will effectively address the identified needs.	The proposal includes a general description of how the use of research-based practices will effectively address the identified needs.	The proposal includes little or no description of how the project addresses the needs.
5 points	5 points	3 points	1 point

Possible Data Sources:

- **Statewide Assessment Data:** (MEAP, MEAP with Accommodations, and/or MI-ACCESS results for the population to be served) and analysis of learning needs based on these data.
- **District-wide assessment results** for the population to be served and analysis of the learning based upon these data.
- **Curriculum-based assessment Data** and analysis of learning needs for the population to be served based on these data.
- **Teacher-made assessments** and analysis of the data to determine the learning needs of the population to be served.
- **Education YES! data**, including the School Self- Assessment data and analysis of these data to describe an improvement need for the population to be served.
- **Special Education December 1 count data** and analysis of the data to describe an improvement need for the population to be served.
- **Comparisons of local, state and/or national data** related to the population to be served and analysis of these data to describe the improvement needed for the population to be served.
- **Staff/parent/community survey data** and analysis of these data to describe the improvement need for the population to be served.

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Section 2: Project Description (30 points)

Limit Two (2) Pages

Criteria	Rubric Level	Rubric Level	Rubric Level
	Exemplary	Acceptable	Marginal
Description of project activities	The proposal contains a clear, brief description of the activities that project staff will engage in to address the need identified in Section 1. Activities and a timeline for each activity are described.	The proposal describes general activities that will support the need identified in Section 1.	The proposal provides little or no description of the activities, or the activities described do not support the need described in Section 1.
5 points	5 to 4 points	3 to 2 points	1 to 0 points

Student participation in the project (minimum of 20 students)	The proposal provides a brief, clear description of the students that this project will benefit including number and grade level of students to be served, and the frequency of students participation in the project activities. Plan proposes sufficient time with students to achieve project goals.	The proposal provides a general description of the students to be served. Plan proposes limited time with students to achieve project goals.	The proposal provides little or no description of the students to be served.
5 points	5 to 4 points	3 to 2 point	1 to 0 points

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Section 2: Project Description (30 points)

Criteria	Rubric Level	Rubric Level	Rubric Level
	Exemplary	Acceptable	Marginal
Identification of Key Personnel	The proposal describes an implementation team and includes the names, titles and roles of individuals who will be responsible for planning, implementing, and evaluating the project. Evidence and frequency of collaboration with general education.	The proposal includes a general description of key personnel. An implementation team is not described. Special education personnel work in isolation from general education and/or parents.	The proposal includes little or no description of key personnel. No collaboration is described.
5 points	5 to 4	3 to 2 points	1 to 0 points

Alignment to the Michigan Curriculum Framework	The proposal demonstrates how the activities of the project are aligned to specific content standards within the Michigan Curriculum Framework	The proposal makes general linkages to the Michigan Curriculum Framework content areas, but does not cite specific content standards.	The proposal makes little or no reference to the Michigan Curriculum Framework.
5 points	5 to 4 points	3 to 2 points	1 to 0 points

Link to School Improvement Plan	The proposal demonstrates how the activities of the project are linked to specific goals in the applicant's School Improvement Plan	The proposal demonstrates general linkages to the applicant's district's School Improvement Plan, but does not cite specific goals.	The proposal makes little or no reference to the applicant's School Improvement Plan.
5 points	5 to 4 points	3 to 2 points	1 to 0 points

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Section 2: Project Description (30 points)

Criteria	Rubric Level	Rubric Level	Rubric Level
	Exemplary	Acceptable	Marginal
Specific plan for parent involvement	The proposal describes how and how many parents are involved in the planning, implementation, and evaluation of the project.	The proposal describes parental involvement in general terms, linked primarily to implementation.	The proposal does not involve parents.
5 points	5 to 4 points	3 to 2 points	1 to 0 points

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Section 3: Project Evaluation (30 points) Limit One (1) Page

Criteria	Rubric Level	Rubric Level	Rubric Level
	Exemplary	Acceptable	Marginal
Link between project activities and project evaluation	The proposal describes how each activity in Section 2 will be measured for impact on the need described in Section 1.	The proposal describes general measures for the activities in Section 2.	The proposal does not measure the impact of its activities.
15 points	15 to 10 points	9 to 5 points	4 to 0 points

Assessment methods to measure gains in student performance	The proposal describes: <ul style="list-style-type: none">• Appropriate assessment tool(s),• the number of students to be assessed (minimum 20), and• the timeline for the use of the assessment tool(s). At a minimum, pre and post test timelines are included.	The proposal describes a general plan for measuring gains in student performance.	The proposal does not measure gains in student performance.
15 points	15 to 10 points	9 to 5 points	4 to 0 points

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Section 4: Budget and Budget breakdown (Use attached forms) 10 points

The budget may **NOT** include **SALARIES** for new or existing **PERSONNEL**.

Criteria	Rubric Level	Rubric Level	Rubric Level
	Exemplary	Acceptable	Marginal
Itemized costs that reflect cost-effective planning (Funding may support parent involvement activities and incentives, as well as travel to the interim evaluation meeting)	Clear linkages among the project need, activities and specific budget items. The amount of funds requested is reasonable considering the project activities and potential benefits to students with disabilities.	Moderate linkages among the project need, activities and specific budget items. The amount of funds is somewhat reasonable considering the project activities and potential benefits to students with disabilities.	There are little to no linkages among the project need, activities and the budget. The amount of funds is not reasonable considering the project activities and the potential benefits to students with disabilities.
7 points	7 to 5 points	4 to 2 points	1 to 0 points

<u>In-kind funding</u> (i.e. Parent volunteer time, use of district phone, copying, postage, internet, finance office support, etc.)	The proposal budget reflects in-kind funding of at least 10% of the total project cost to support the activities of the project.	The proposal budget reflects some in-kind funding (up to 9% of the total project cost) to support the activities of the project.	There is no in-kind funding reflected in the project budget.
3 points	3 points	1 point	0 points

Michigan Department of Education
Office of Special Education and Early intervention Services
P.O. Box 30008
Lansing, Michigan 48909
Part B: IDEA 97

2003-2004 Personnel Development (PD) Mini-Grant Application

Please Print or Type Clearly

Local Education Agency/Public School Academy/Intermediate School District		County:	
Address:	City	State	Zip
Superintendent's Name:			
Address:	City	State	Zip
Business Manager's Name:		Telephone No.	
Address:	City	State	Zip

Mailing Instructions: Please complete and postmark **One (1) original and four (4) copies** of this application **no later than April 10, 2003 to:**

*Office of Special Education and Early Intervention Services
Quality Assurance Program
P.O. Box 30008
Lansing, Michigan 48909*

Faxed applications will not be accepted.

Project Period: July 1, 2003 through June 30, 2004. All project activities must be completed during this period. Final evaluation forms must be submitted to the Michigan Department of Education **no later than June 30, 2004.**

Title of Project: _____

Duration of Project: From _____, 2003 through _____, 2004

Project Services will be delivered: ☐ LEA ☐ ISD ☐ PSA ☐ Statewide ☐ Other
If Other, explain _____

Amount Requested: \$ _____ (\$500 to \$5,000)

Has this project been funded previously? ☐ No ☐ yes If yes, how many times? _____

Please print Superintendent's name	Special Education Director's name
Superintendent's signature	Director's Signature

Special Education Service Personnel Signature:	Telephone No. Fax No.
Print Name:	E-Mail Address:
Special Education Service Personnel Address: City:	State: Zip:

Michigan Department of Education
Office of Special Education and Early Intervention Services

Part B: IDEA 97

**2003-2004 Personnel Development (PD) Mini-Grant Application
BUDGET**

The purpose of this project is to improve the performance of students with disabilities

Functions	Requested Funds from OSE/EIS	In-Kind Funds *	Other Sources	TOTAL
Stipends/Fees/Honorarium (NOT SALARIES)				
Travel In-State				
Printing				
Equipment Rental Maintenance				
Supplies/Materials				
Other (Describe)				
Other (Describe)				
TOTAL				GRAND TOTAL

- In-Kind funds should be at least 10% of the total project. Check criteria for In-kind funding examples.

Michigan Department of Education
Office of Special Education and Early Intervention Services

Part B: IDEA 97

2003-2004 Personnel Development (PD) Mini-Grant Application

BUDGET Breakdown

The purpose of this project is to improve the performance of students with disabilities

Please describe each of the function code expenses listed on page 8.